

## **Appeals Guidelines**

**adopted by the New Hampshire State Council on the Arts in 1988**

### **Who may appeal and what may be appealed**

Any organization or individual who has applied to the New Hampshire State Council on the Arts for funding or for acceptance to a roster may appeal the Council's decision if it is felt that any of the following has taken place:

- Application was reviewed differently than other applications were reviewed by the panel
- Conflict of interest
- Withholding of information by staff to the panel members

The appeals process is intended to ensure that unjust partiality or prejudice does not take place, and if it does, a new and fair review is permitted.

The appeals process is not intended to question panelist's qualifications, judgements of artistic quality, or question panelist analysis of applications.

### **The Appeals Process**

The following steps will be taken in consideration of an appeal:

- Applicant must write a letter to the Director of the Division of the Arts outlining the reason for the appeal and requesting appeal consideration within 4 weeks of notification of Council's decision.
- Director will review the appeal with the Council Chair and appropriate Program Coordinator, and determine whether the appeal is justified.
- If the appeal is not deemed justifiable by the Director and Council Chair, applicant will be notified accordingly.
- If the appeal is deemed justifiable, a re-evaluation will be scheduled. The original application will be resubmitted to a majority of the panel, and one outside evaluator selected by the Council.
- The panel's revised recommendation will then be forwarded to the Director and Council for decision. This decision will be final.